

DEPARTMENT OF EDUCATION
PROCUREMENT AND CONTRACTS BRANCH

December 15, 2004

ADDENDUM B

TO

REQUEST FOR PROPOSALS

No. RFP F05-046

PROVIDE SURROGATE PARENT SERVICES
FOR THE DEPARTMENT OF EDUCATION (DOE)

The following answers are hereby provided to the RFP Orientation meeting and RFP Written questions as follows:

ORIENTATION MEETING QUESTIONS

The questions from the RFP Orientation meeting held on October 25, 2004 are listed below. The following responses are provided and appear in ***bold italics***.

1. What is the criterion to remove an employee from this project?
The Contract Administrator would request removal of an employee from this project (and not from employment by the Agency) for cause. Before a written request to remove an employee is issued, the Contract Administrator would work with the Contractor in an attempt to resolve any issues pertaining to the employee. The written request to remove an employee is reserved as a final remedy.
2. How long is the Contractor required to keep student records on file?
The Contractor is required to keep student records for three (3) years after a student exits the educational system (until age 23). The method of retention is at the discretion of the Contractor.
3. In Section 2 (III)(B)(7) Student Records - what kind of records pertaining to accomplishments are required? Is there a form or specific format required?
The specific format of the student record is at the discretion of the Contractor. The Contractor should maintain detailed Student Records for each student as well as supplying monthly summaries and statistical information to the DOE.
The Contractor should maintain specific information in each student's file that may include but should not be limited to: gender, date of birth/age, name of school student attends, school district and island, service coordination with applicable agencies (DOE SpEd, DHS, DOH), eligibility category (SLD, Deaf, blind, IDEA, etc.), number of visits made to the

student, length of such visits, location of visits, log of phone contacts on behalf of and to the student, length of phone contact, and IEP/MP meetings attended.

The Contractor should provide monthly report information in summary and/or statistical format, that may include but should not be limited to: number of students by gender, age, school, district, island, service coordination with applicable agencies (DOE SpEd, DHS, DOH), eligibility category (SLD, Deaf, blind, IDEA, etc.), number of contacts made with students by total visits, average length of such visits, visits by location, phone contacts on behalf of and to the student, average length of phone contact, and average IEP/MP meetings attended.

In the Proposal, the Applicant should provide a detailed description of the student information that the Applicant proposes to collect and main as well as a description of monthly statistical and summary information to be provided to the DOE. The Applicant may include a report samples.

4. What kind of contact information or data is required? Same as the data in "Student Records (pg 2-6)?"

Please refer to Question/Answer number 3 above.

5. There are no requirements for facilities?

Yes, because no direct services are provided to students under the DOE program at the Contractor's facilities.

6. Will personal, private evaluations and notes be subject to disclosure to the DOE?

Yes, the contractor is acting on behalf of the DOE, and all information kept in the student file/record collected by the Contractor is information that shall be disclosed to the contract administrator.

WRITTEN QUESTIONS

Written questions received by the RFP Contact Person on or before the November 12, 2004 deadline are listed below. The following responses are hereby provided, and appear in ***bold italics***.

1. Who currently provides these services through contract with DOE?

Educational Services Hawaii, Inc. dba EPIC

2. What is the amount in dollars that the current provider of services receives either annually or monthly from the DOE for these services?

The current contract amount is approximately \$540,000 annually representing services to 504 and IDEA students.

3. Of the estimated 1000 students per month to receive these services, how many or what percentage are from each of the 6 primary islands including Oahu, Molokai, Maui, Lanai, Kauai and the Big Island?

Numbers provided below are the average number of students per month, per island for school year 2003-2004. Actual number of students vary according to need.

Oahu	625
Molokai	10
Maui	60
Lanai	5
Kauai	50
Big Island	250

4. Presuming there are in excess of 1000 students annually who receive these services, over the course of a year what is the total amount of different students estimated who receive these services?

Over the course of the school year, approximately 1,600 receive surrogate parent services.

5. Does the contract presume that Due Process hearings will also be handled by the service provider and, if so, is there any estimated projection of the number?

The Surrogate parent is required to provide representation to eligible students for any educational matters. Due Process hearings are within the scope of the Contractor as it pertains to providing such representation. The projected number of hearings is not known at this time, however, there were twelve (12) during the 2003-2004 school year.

6. In the past year, how many Due Process hearings have been handled by the current provider of services?

There were twelve (12).

7. Does the DOE anticipate payment to be provided to the service provider on an hourly basis, a "per case" basis or on a set monthly or quarterly amount?

The DOE proposes a set monthly payment which would be the same from month to month. The set monthly payment would be based on the monthly average number of students who receive services during the school year.

8. Does the DOE anticipate permission to employ volunteers, when appropriate, to comprise part of the staffing needs of the service providers?

Staffing provided by the Contractor for this project are at the discretion of the Contractor. The DOE however, does require all staff assigned to the project meet all minimum personnel requirements as stated in Section 2 (III)(B).